

- CERTIFIED PERSONNEL -

Job Vacancy Notice

To: Superintendent/designee

From: _____ **Date:** _____

SCHOOL/DEPARTMENT: _____

CLASSIFICATION OF JOB TO BE POSTED: _____

CLASS CODE, IF APPLICABLE _____ **HOURS PER DAY** _____ **DAYS PER YEAR** _____

STARTING DATE: _____ **RATE OF PAY:** _____

CHECK ONE: **FULL-TIME** **PART-TIME** **FLEX** **TEMPORARY**

IS THIS A NEW POSITION? **YES** **NO**

JOB REQUIREMENTS: _____

APPLICATION DEADLINE: _____

(Unless otherwise noted, all certified positions shall be posted for fifteen [15] calendar days.)

ADDITIONAL INFORMATION: _____

All requests for job vacancy postings must be submitted in writing on this form to the Superintendent/designee.

Signature: _____ **Date:** _____

The Board of Education does not discriminate on the basis of race, color, national origin, age, religion, sex, genetic information, limitations due to pregnancy, childbirth, or related medical conditions, or disability in employment, educational programs or activities.

Review/Revised:6/20/2019